

## Human Resource Management - Evaluation

Welcome to the Enterprise Applications Due Diligence Survey! Your thoughtful response to this survey will help the Commonwealth to gather information to evaluate potential opportunities to re-engineer and re-solution common processes in the Commonwealth. Your input and information is vital for this project's success. Your response is due in five business days. To produce the most successful response, please read these instructions thoroughly.

Please answer the survey questions as fully as possible using existing policies, procedures, systems, data and professional experience. If you cannot answer a question using these resources, you are not expected to go to unusual lengths or use untested methods to gather information. Simply indicate, where possible, that the information is not available.

If your response does not fit into the space available or you have other information that you would like to provide, please contact Bob Haugh, Deputy Project Manager, (William.haugh@vita.virginia.gov, 804/344-8790) for assistance.

If you cannot complete the survey in one sitting, you can save the work you have already entered. Pressing the "Next" button at the bottom of each page both moves you to the next page and auto-saves each page as you complete it. Note that the survey page you are working on will not be saved until you click "Next," so you must click "Next" when you have finished the page if you have to stop and return later. When you re-enter the survey through your e-mail link, you will be returned to where you left off.

If data is not readily available or if you have to do some research to fully complete the survey, you can skip questions and come back to them. Please complete the survey to the best of your ability and press the "Submit" button to store your survey in the survey database. You can come back to your survey through your e-mail link and change your answers if the data becomes available. You are free to edit your submitted survey until we close the survey site. Please remember that every time you edit your survey after the first submission, you must press the "Submit" button again to record your changes. (Clicking the "Next" button will not auto-save pages when you are editing a previously submitted survey. Simply press "Submit" again.)

Thank you. We greatly appreciate your participation!

This document contains respondents between 1 and 36 inclusive.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	Administrative costs	\$ 250
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Excel		2003	\$ 0
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.	\$ 0	\$ 0	\$ 0	Widely used
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	.2
Band - 3	.2
Band - 4	
Band - 5	.1
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
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2.  
.....
3.  
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4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Annual process
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Reduction in paper processing
2.  
Less bureaucracy
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
Simplification
2.  
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3.  
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4.  
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5.  
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**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

No



18. If you have any other concerns or comments about this functional area, please include them here.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
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Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.		\$ 0
2.		\$ 0
3.		\$ 0
4.		\$ 0
5.		\$ 0

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Access Data Base		2002	\$ 0
2.				
3.				
4.				
5.				

8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.  
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.	\$ 0	\$ 0	\$ 0	Efficiency/user friendly
2.				
3.				
4.				
5.				

9. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	50.0
Band - 3	
Band - 4	30.0
Band - 5	20.0
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.

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2.

.....

3.

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4.

.....

5.

.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.

Ensuring that employees are notified of expectations within 30 days of hire and any position change.

2.

Training is offered to supervisors and managers on an annual basis

3.

Interim evaluations are completed on all employees.

4.

very few complaints on the evaluation process from the employees

5.

.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Develop a better tracking system
2.  
Because of the size of the agency, start the evaluation process earlier in order to meet keying deadlines
3.  
Make all Benefits staff available to answer managers/supervisors questions.
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
More objectivity
2.  
Need one additional rating between contributor and extraordinary contributor. This needs to be standard for all state employees.
3.  
Mandatory staff input on supervisors evaluations.
4.  
Institute the compensation plan as was established and never funded.
5.  
Less cumbersome form.



17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

NO

18. If you have any other concerns or comments about this functional area, please include them here.

None

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input checked="" type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.	Probationary	Department of Human Resource Management	\$ 0.00
2.	Annual Evaluations	Department of Human Resource Management	
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	Storage on server	
2.	Printing	
3.	Postage	
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	.5
Band - 5	.2
Band - 6	.1
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Personal interaction
2.  
Workflow ensures compliance with policies
3.  
Workflow ensures proper approvals
4.  
HR awareness of performance issues or concerns
5.  
Hands-on training and guidance to managers

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Automated approval process
2.  
Staggered evaluation dates instead of all at the same time
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
On-line paperless forms and electronic signatures
2.  
View evaluations on-line and generate reports of ratings by work unit, supervisor, division
3.  
Integrate with formal disciplinary actions
4.  
Automatic calculation of overall rating based on ratings
5.  
Automatic reminders to supervisors for probationary, interim evaluations, yearly evaluations



17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Department of Human Resource Management Policies

18. If you have any other concerns or comments about this functional area, please include them here.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input checked="" type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input checked="" type="radio"/>	<input type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.		
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Excel			
2.	Access			
3.	Word			
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				ease of use
2.				ease of use
3.				ease of use
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	25.0
Band - 4	
Band - 5	10.0
Band - 6	10.0
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	Competency Report	Qaulity Pateint Council	Annual
2.	Update	Estaff	Quarterly
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
We have capacity to do them on-line with signatures
2.  
Can change the forms electronically to meet our needs
3.  
.....
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Supervisors need to pay more attention to details
2.  
Supervisors need to submit in a timely manner
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
One that everyone will love
2.  
Ratings have something to do with the performance
3.  
The three rating levels are not adequate
4.  
.....
5.  
.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**



18. If you have any other concerns or comments about this functional area, please include them here.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

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	Yes	No
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Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
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Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
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Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	electronic space for storing EWP's	\$ 0
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Excel			
2.	MSWord			
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

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	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.2
Band - 4	
Band - 5	1.5
Band - 6	.1
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	Excel- Ratings and dates received	HR and agency management	annual
2.	Excel-PPRs due and date received	HR and Supervisors	quarterly
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Good communication, tracking and documentation
2.  
support from upper management
3.  
.....
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Automated report of outstanding ratings to be entered into PMIS
2.  
"real time" data instead of weekly updates
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
Pay for performance system, better link between performance, evaluation and compensation
2.  
easier to have real-time information regarding status, outstanding evals, etc
3.  
.....
4.  
.....
5.  
.....



17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Grievance procedure requiring specific time periods (EDR)

18. If you have any other concerns or comments about this functional area, please include them here.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.		
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.  
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	.3
Band - 5	
Band - 6	.1
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	agency employee list for distribution and receipt of evaluations	HR Manager	for each annual increase performed
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
small agency able to track evaluations to insure process if followed
2.  
small agnecy able to insure all eligible employees are process correctly
3.  
.....
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**



18. If you have any other concerns or comments about this functional area, please include them here.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.	Annual	Department of Human Resource Management	\$ 0.00
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.		
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.2
Band - 4	.4
Band - 5	.1
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Easy to learn
2.  
No duplicate entry required
3.  
All evaluations being due at same time of year simplifies process
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Reports that can be generated are fairly restrictive
2.  
Keying of scores by SSN or Position # is time consuming as these items are not typically present on the eval form
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
Simple keying of scores based on readily available identifying info
2.  
Easy export to Excel or other program to allow customized reports
3.  
.....
4.  
.....
5.  
.....



17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

18. If you have any other concerns or comments about this functional area, please include them here.

Given the very short turnaround time we typically have to get evaluations keyed in once they are returned it is essential that there be no "down time" in whatever system is used and that the keying be able to be completed from the forms without having to look up additional identifying info for employee, supervisor, and reviewer.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.	n/a		
2.	n/a		
3.	n/a		
4.	n/a		
5.	n/a		

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	n/a	
2.	n/a	
3.	n/a	
4.	n/a	
5.	n/a	

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	1.0
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	n/a		
2.	n/a		
3.	n/a		
4.	n/a		
5.	n/a		

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
n/a
2.  
n/a
3.  
n/a
4.  
n/a
5.  
n/a

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
n/a
2.  
n/a
3.  
n/a
4.  
n/a
5.  
n/a

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
n/a
2.  
n/a
3.  
n/a
4.  
n/a
5.  
n/a

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

n/a



18. If you have any other concerns or comments about this functional area, please include them here.

n/a

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interim evaluations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.		
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Tracking/Excel Spreadsheet			
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.1
Band - 4	.1
Band - 5	.1
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Well documented and consistent with DHRM procedures
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Improve tracking and follow-up tools
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

no



18. If you have any other concerns or comments about this functional area, please include them here.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	Postage	\$ 6
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	HurMan			\$ 0
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.	\$ 0	\$ 0	\$ 750	ease of use
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.1
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	Performance Mgt. - graphical/tabulated display	All field units	annually
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Managers have timely information to make assessments
2.  
Employees receive relevant & timely feedback
3.  
Systemic trend data identifies positive outcomes
4.  
Systemic trending identifies potential problem areas
5.  
Correction of deficiencies

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
None known
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
In addition to those listed in #13, ease in categorizing data
2.  
ease in synthesizing & breaking out aspects of data elements
3.  
.....
4.  
.....
5.  
.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

None Known



18. If you have any other concerns or comments about this functional area, please include them here.

None at this time

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input checked="" type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.	NONE		
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	Case of paper	\$ 112
2.	Toner Cartridges	\$ 80
3.	Postage	\$ 250
4.	Pens, Pencils, misc.	\$ 50
5.	Lost Productive spent filling in Multiple pages of the evaluation form	\$ 150,000

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.5
Band - 4	.1
Band - 5	1.0
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	NONE		
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
supervisors are briefed on procedures
2.  
employees are given a chance to update their duties
3.  
discussions w/employees for goals
4.  
meet w/employee and supervisor & employee signs off
5.  
evaluations are given to P-14

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
supervisors need to be more specific in their details of duties
2.  
start working on them earlier in the year
3.  
let employee have enough time to go over evaluations
4.  
EWP Are not being updated for changes in duties and responsibilities. This process needs to be streamlined
5.  
System needs to be redesigned to terminate poor performer and reward extraord. performers immediately.

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
make salaries compatable w/other agencies
2.  
more 1 on 1 time w/HR, Supervisor and Employee
3.  
That Policy Makers would not let political affliction interfere with making all employees work
4.  
Make the evaluation 1 page simple and have production reports tied to that page to support conclusions of how much work was done.
5.  
Require supervisors to use standard terms and values for work out put.



**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

U.S. and state labor laws and regulation

**18. If you have any other concerns or comments about this functional area, please include them here.**

We have some supervisors that award an extraordinary contributor just for showing up and not producing any work. This sends a silent message to high performers the agency does not value hard work and extraordinary efforts. A very large disincentive. Standardization of value outputs across the enterprise would go along way at leveling this measure.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	n/a	
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.5
Band - 4	.5
Band - 5	.5
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
performed on annual basis with same due dates
2.  
allows for employee input into evaluation tool
3.  
permits developmental plan to which employee & manager may provide input
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
provide more than 3 rating categories
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

No



18. If you have any other concerns or comments about this functional area, please include them here.

No

Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input type="radio"/>
Employee improvement plans	<input type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	None	
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	.1
Band - 3	
Band - 4	.1
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	None		
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☒ Yes

☐ No

**13. If yes, please list the tools.**

1.

There are web-based tools available to support this function.

2.

.....

3.

.....

4.

.....

5.

.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.

Agency-developed evaluation form.

2.

.....

3.

.....

4.

.....

5.

.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Automation of this function to include single entry of evaluation scores, updating of employee records, interface with payroll system.
2.  
Tracking of scores and evaluations due.
3.  
Report generation to include ad-hoc reports.
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
Ability to auto-update all salary fields.
2.  
Generation of ad-hoc reports as well as standard reports.
3.  
Fully automate the process.
4.  
.....
5.  
.....



17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

State policy on Performance Management and Probationary employees

18. If you have any other concerns or comments about this functional area, please include them here.

Don't want to give up the flexibility of designing an agency unique evaluation instrument.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Interim evaluations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Improvement plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Annual performance evaluations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	agency does not track costs in this manner	
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	1.9
Band - 4	2.4
Band - 5	2.7
Band - 6	1.6
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	none		
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Administered locally
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Develop centralized repository of information
2.  
Create total online evaluation system
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
Easy to use at all levels of the organization
2.  
Ability to customize to individual agency needs
3.  
Fully automated online
4.  
Automated prompting of deadlines and deliverables
5.  
.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

No



18. If you have any other concerns or comments about this functional area, please include them here.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.	see above	Virginia Parole Board	\$ 0.00
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Interim evaluations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Improvement plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Annual performance evaluations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.		
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Access			
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				PMIS does not meet agency's needs
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	.0
Band - 2	
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☒ Yes

☐ No

**13. If yes, please list the tools.**

1.  
Oracle HR system would be an ideal operating system which could replace PMIS at the statewide level and offer agencies the tools they need for effective HR operations. It would allow us to get rid of our local Access data bases.

2.  
.....

3.  
.....

4.  
.....

5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Most evaluations can be generated on the computer
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
An automated system could get rid of paper copies and paper files
2.  
We could generate better data by location, job, unit, supervisor and reviewer
3.  
.....
4.  
.....
5.  
.....



**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
It would all be done on-line
2.  
It could support 360 evaluations
3.  
It could track data by jobs, reviewer, supervisor, units, etc. and by like performance measures
4.  
The evaluation would automatically be put in system
5.  
It cannot take the place of one to one communication

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

FOI may require supervisors to see subordinates ratings in a 360 evaluation model

**18. If you have any other concerns or comments about this functional area, please include them here.**

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.		
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.2
Band - 4	
Band - 5	.2
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.

Felxibility in the evaluation process - Evaluations can be completed between August and October.

2.

.....

3.

.....

4.

.....

5.

.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.

Expand the rating choices to four. For example, add a category between "contributes" and "extraordinary" performance.

2.

.....

3.

.....

4.

.....

5.

.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.

Provide a monetary reward for outstanding performance, which would require a statewide policy change.

2.

.....

3.

.....

4.

.....

5.

.....



17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

This question should be address to the Department of Human Resource Management.

18. If you have any other concerns or comments about this functional area, please include them here.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Interim evaluations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	Do not track	
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	MS Word	Electronic EWP		
2.				
3.				
4.				
5.				

8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.  
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				Modified the downloadable EWP form to meet unique agency needs.
2.				
3.				
4.				
5.				

9. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	.1
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.

All evaluations are done prior to deadline

2.

All evaluations are maintained and tracked at one location with one person responsible for input and filing

3.

Employees comfort level with the process is high due to being assured of confidentiality

4.

Manager and employees can directly contact HR for guidance and assistance

5.

Provides four performance levels to differentiate between meets and exceeds expected performance standards.

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....



**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.

Should have four or five levels to identify employees' performance

2.

Should provide for electronic submittal of information.

3.

Must be flexible to meet individual agency needs.

4.

Must provide tools for supervisors and employees to jointly use to enhance performance.

5.

.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

**18. If you have any other concerns or comments about this functional area, please include them here.**

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input checked="" type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Interim evaluations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Improvement plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Annual performance evaluations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.		
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Access		2000	
2.	Excel		2000	
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.			\$ 1,000	
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	.1
Band - 3	
Band - 4	.2
Band - 5	.3
Band - 6	.0
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	Eval. ratings by work unit	HR & Agency Mgmt	as requested
2.	Ratings by demographics	HR & Agency mgmt	as requested
3.	Reports on evals. received/not received	HR & Agency Mgmt	as needed
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Better performance management
2.  
Performance recognition
3.  
.....
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Paper intensive
2.  
Needs to be automated for scores and filing
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
More automation
2.  
5 point rating
3.  
Link ratings to compensation
4.  
Bonuses
5.  
.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

No



18. If you have any other concerns or comments about this functional area, please include them here.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.		
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.5
Band - 4	
Band - 5	.2
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
ease of use
2.  
personal touch
3.  
support and acceptance of management
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
automated tracking of probationary periods - especially advance notice before they end
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
ease of use
2.  
accessible by necessary staff
3.  
.....
4.  
.....
5.  
.....



17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

18. If you have any other concerns or comments about this functional area, please include them here.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	negligible	
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	.0
Band - 2	.0
Band - 3	.0
Band - 4	.0
Band - 5	.0
Band - 6	.0
Band - 7	.0
Band - 8	.0
Band - 9	.0
Contracted Labor	.0

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.

identifying appropriate measurable performance indicators that accurately and gauge the quality of our specialized services

2.

.....

3.

.....

4.

.....

5.

.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.

fair

2.

quantifiable

3.

user friendly

4.

.....

5.

.....



17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Not aware of any.

18. If you have any other concerns or comments about this functional area, please include them here.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input checked="" type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	Copying EWP's	
2.	Storing of EWP's (cost not on an annual basis)	
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	.1
Band - 5	.3
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
HR offers training to our managers/supervisors
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Improve the EWP/Evaluation form capabilities
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
For all employees to value their work profile and evaluation feedback.
2.  
Managers and supervisors to be knowledgeable on the process and setting goals.
3.  
.....
4.  
.....
5.  
.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**



18. If you have any other concerns or comments about this functional area, please include them here.

My concern is more with the management and employees lack of respect for the process rather than the process itself.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interim evaluations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Improvement plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	Printing	
2.	Supplies	
3.	Postable	
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.  
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.2
Band - 4	
Band - 5	.3
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☒ Yes

☐ No

**13. If yes, please list the tools.**

1.

PeopleSoft - Manager's Self Service

2.

Oracle

3.

SAP

4.

Kronos

5.

Genesys

**14. Please list up to five strengths of your current business processes for evaluation.**

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Internal automated tracking system
2.  
On-line evaluation and routing / approval system
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
Automatic notification process
2.  
On-line submission of evaluations
3.  
On-line routing capability
4.  
.....
5.  
.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

None



**18. If you have any other concerns or comments about this functional area, please include them here.**

Demands on staff time increases significantly during August - November during the evaluation period.

Question #6: We cannot provide cost data specifically related to the Evaluation function. We can provide a cost for "all" HR functions performed by the HR office, but not broken out as requested in this survey.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	None known	
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Excel	Spreadsheet	2000	\$ 0
2.	WORD	Table	2000	\$ 0
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.	\$ 0	\$ 0		
2.	\$ 0	\$ 0		
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	.2
Band - 6	.1
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Reminders are timely
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Need more interim evaluations
2.  
Need more training
3.  
Need more timely submittal of Performance Plans
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
Timeliness
2.  
Better system for objective evaluations
3.  
If salary increases will be tied to performance, then it needs to be funded.
4.  
Easily understood
5.  
Fairness

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

None known



**18. If you have any other concerns or comments about this functional area, please include them here.**

The current evaluation system varies from agency to agency. There should be more consistency. If we are going to have a true Pay For Performance system, then it must be funded. There also is the philosophy that money should not be tied to performance. Other compensation tools could be used to reward good performance.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	Printing and copying costs	\$ 1,000
2.	Postage for employees outside Richmond	\$ 300
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process.  
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Excel for internal tracking			
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.1
Band - 4	.5
Band - 5	.1
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	Summary data	HR staff, management	Ad hoc
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☒ Yes

☐ No

**13. If yes, please list the tools.**

1.

Halogen eAppraisal

2.

Knowledgepoint

3.

HR Technology Solutions

4.

.....

5.

.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
Totally automated solution
2.  
Ability for 360's and upward feedback
3.  
Tie-in to Learning Management System for development
4.  
Customizable as agency shifts to competencies
5.  
Ability to measure unit and organization-wide performance

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**



18. If you have any other concerns or comments about this functional area, please include them here.

The best solution would integrate with PMIS to prevent having to key ratings into PMIS.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.		
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Access			
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☒ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.1
Band - 4	.1
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	Ad-Hoc Reports		Monthly
2.	Wage Salary and Transactions		Monthly
3.	Salary Date for Classified Employees		Monthly
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Produce Reports Quickly
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

No



18. If you have any other concerns or comments about this functional area, please include them here.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input checked="" type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Interim evaluations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Improvement plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Annual performance evaluations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	Printing	\$ 500
2.	Data Entry	\$ 250
3.	Filing	\$ 250
4.	Postage	\$ 1,850
5.	Review for compliance	\$ 470

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	MAPPER	Performance Mgt		\$ 0
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.	\$ 0	\$ 0	\$ 0	It was available and could communicate with PMIS.
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	.1
Band - 3	.1
Band - 4	
Band - 5	
Band - 6	.2
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	Totals	Superintendent	Annually
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Requires thought and documentation to rate employees above average.
2.  
Has 5 levels which are sufficient for diversity of performance.
3.  
Has rewards for performance no matter if it is state funded or not.
4.  
Allows for benefit of the doubt for marginal performers.
5.  
Discourages procrastination; schedules are firm.

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.

Could be improved by requiring monthly or quarterly general assessment.

2.

Process is paper intense, could be automated.

3.

Review is centralized, should be decentralized.

4.

Reward system should be immediate and reported after the fact.

5.

State reporting does not allow for differences in Perf. Mgt. Systems.

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.

Easy to use automated system.

2.

Reward system fully funded and immediate.

3.

Variety of rewards - gift certificates, movie tickets, savings bonds, car wash coupons, money, etc.

4.

Decision making partially separate from the immediate supervisor to discourage halo effect.

5.

Documented benchmarks of performance for each position.



17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Legislative Budget Act; State Personnel Act.

18. If you have any other concerns or comments about this functional area, please include them here.

Current performance systems are annually reported and will be annually compensated. Effective reward systems should be immediate. Most employees are not able to sustain exemplary performance for an entire year but performance is rated for a year in the current system. This requires a supervisor to stretch his imagination to fill in the spaces when the employee is performing at a level of less than extraordinary.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.		
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Excel		5.0	\$ 0
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	1.0
Band - 4	
Band - 5	.3
Band - 6	.5
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	.2

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Dedicated, experienced staff who understand the system and reporting requirements
2.  
Central collection and repository for evaluations
3.  
.....
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Eliminate requirement for performance evaluations
2.  
Focus on career development process
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

No.



18. If you have any other concerns or comments about this functional area, please include them here.

Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input checked="" type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	(same as personnel action processing #8)	
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	DMV HR Interface System			
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	.3
Band - 5	1.0
Band - 6	.3
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	Evaluation Rating	Executive staff and Budget office	as requested
2.	EEO Statistics	HR staff, Executive staff	as requested
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.

All employees, wage and classified, have EWP

2.

All employees, wage and classified, are rated

3.

All employee evaluations are timely

4.

Agency progressive discipline

5.

.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Document imaging
2.  
automation
3.  
paperless process
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
(same as # 14 above)
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

No



18. If you have any other concerns or comments about this functional area, please include them here.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input checked="" type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.		
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	.1
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
EWP tool is somewhat "cumbersome"  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
simplicity  
.....
2.  
accuracy  
.....
3.  
.....
4.  
.....
5.  
.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

None known.



18. If you have any other concerns or comments about this functional area, please include them here.

#11 Non-entries are not an oversight.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input checked="" type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interim evaluations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Improvement plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Annual performance evaluations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	We do not track the costs of evaluations	
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Access database			
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.		\$ 0		Ability to download information routinely from PMIS
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	9.2
Band - 4	1.0
Band - 5	.4
Band - 6	.2
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	Similar information to what is captured using HuRMAN	Budget, Payroll, Management	Monthly - occasionally more often
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Provides feedback to employees
2.  
Allows for career development
3.  
Good communication tool
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.

EWP is long and cumbersome; difficult to complete

2.

Limited ability to ensure that all employees receive EWP's in a timely manner - needs some type of electronic monitoring.

3.

Limited to 3 evaluation levels where most employees are in the middle level; need at least 5 levels.

4.

.....

5.

.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.

More evaluation levels (at least 5)

2.

Shorter, more concise form

3.

Electronic monitoring to ensure all employees receive timely EWP's

4.

.....

5.

.....



**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

State policies governing performance management would have to be re-written to allow for more levels of evaluation.

**18. If you have any other concerns or comments about this functional area, please include them here.**

Many employees have expressed dissatisfaction with the current evaluation methods. They feel that receiving a "contributor" rating is a slap in the face - that the state is suggesting that they are only "C" students. Five levels of evaluation would allow for more opportunities for communication between supervisors and employees.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input checked="" type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.		
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Excel	Spreadsheet to track Probationary Employee Evaluations	Office 2000	\$ 0
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.	\$ 0	\$ 0	\$ 0	Ease of maintenance and low cost
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.1
Band - 4	
Band - 5	.2
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	Probationary Reports Due	Managers/Supervisors	Monthly
2.	Annual Reports Due	Managers/Supervisors	Annually
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Communication with managers/supervisors
2.  
Communication with employees
3.  
Timeliness
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
Link to employee database
2.  
Automated management reports
3.  
.....
4.  
.....
5.  
.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
Effective communication
2.  
Feedback from employees
3.  
Incentives tied to performance evaluation
4.  
Reports to managers/supervisors
5.  
.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**



18. If you have any other concerns or comments about this functional area, please include them here.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.	Annual evaluations	DHRM	\$ 0.00
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☒ Yes

☐ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Interim evaluations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Improvement plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Annual performance evaluations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	DocuShare records system for all HR personnel and position information	\$ 20,000
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	.1
Band - 3	
Band - 4	
Band - 5	.2
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.

There is an established state and VDH system for performance evaluation, including timeframes and electronic submission and retention.

2.

Training information is available to managers & supervisors on the DHRM & VDH Web sites.

3.

VDH electronic evaluation forms have been developed to document & transmit performance evaluations from work units to Office of Human Resources.

4.

VDH DocuShare records system provides for the electronic storage & retrieval of performance evaluations.

5.

.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.

DHRM should develop a user-friendly (non-PDF) electronic form for performance evaluations.

2.

.....

3.

.....

4.

.....

5.

.....



**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

No

**18. If you have any other concerns or comments about this functional area, please include them here.**

Funding is needed for the Commonwealth's Pay-For-Performance system.  
Currently no funding exists.

The Office of Human Resources (OHR) is responsible for the compliant and effective operation of HR for the agency. OHR conducts a centralized HR operation, working collaboratively with supervisors, business specialists and generalists statewide to assure compliance and quality for decentralized components. OHR develops policy and institutes procedures to assure compliance with a variety of mandates, institutes and promotes the use of best practices in support of the agency's mission and develops resources and tools for supervisors and managers statewide. OHR functions with teams of HR generalists providing VDH customers with guidance/consultation in the performance evaluation process. For purposes of this survey, the FTE assignments were based on staff involvement in the processes described in the definition for evaluation. Therefore no staff time has been allotted for the customer consultation function.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input checked="" type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input checked="" type="radio"/>	<input type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.		
2.		
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Automated Excel Forms	Performance management		
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				Developed by Central Office
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	.1
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Internal guidelines for evaluators to follow
2.  
District training sessions
3.  
Excel performance management software supports decentralized management
4.  
Excel forms have QA built in
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.

Transmission of evaluations from District to OHR through DocuShare (pilot test) is cumbersome and time consuming

2.

.....

3.

.....

4.

.....

5.

.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.

Evaluations linked to actual salary increases, pay for performance

2.

.....

3.

.....

4.

.....

5.

.....



17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Do not know.

18. If you have any other concerns or comments about this functional area, please include them here.

The response to this section are based on substituting District for Agency in all questions. Answered yes to question number 2 based on the annual reminder from VDH OHR received in the District.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.	Annual performance evaluations	DHRM	\$ 0.00
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	HR paper filing room space	\$ 5,000
2.	printing	\$ 255
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☒ Yes

☐ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Excel		XP	
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	2.0
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Time managed process
2.  
Keep our supervisors/managers trained
3.  
Notify supervisors/managers about probationary performance evaluations being due
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.

Another evaluation category (ex: old system had "exceeds expectations")

2.

Consistency with performance measurements

3.

on-line view for HR office

4.

.....

5.

.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.

Expand the categories to acknowledge exceptional performance

2.

Supervisor, reviewer and employee could sit and complete part of the process at one time

3.

.....

4.

.....

5.

.....



17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

no

18. If you have any other concerns or comments about this functional area, please include them here.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input checked="" type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	Paper/printing	\$ 216
2.	Filing	\$ 110
3.		
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	.2
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	N/A		
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
Annually conducted - allows for broad overview
2.  
Allows flexibility for informal rating scales
3.  
.....
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.

Staff training to better enable managers to conduct evaluations

2.

.....

3.

.....

4.

.....

5.

.....

**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.

Simple to administer

2.

Electronically transmission to eliminate paperwork

3.

Funding

4.

.....

5.

.....



17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Only state policies that could be modified depending on the relevant change; i.e., records retention, etc.

18. If you have any other concerns or comments about this functional area, please include them here.

We appreciate having the work profile and evaluation form in one document. If the process were totally automated, it would simplify the submission.

**Evaluation includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.**

**1. Does your Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input checked="" type="radio"/>	<input type="radio"/>
Employee interim evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Employee improvement plans	<input checked="" type="radio"/>	<input type="radio"/>
Employee annual evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Other evaluations	<input type="radio"/>	<input type="radio"/>

**2. Does another Agency notify your personnel of the due date schedule for the following evaluation types?**

	Yes	No
Probationary employees	<input type="radio"/>	<input checked="" type="radio"/>
Employee interim evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Employee improvement plans	<input type="radio"/>	<input checked="" type="radio"/>
Employee annual evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Other evaluations	<input type="radio"/>	<input checked="" type="radio"/>

### 3. If another Agency, please list the Agency, cost and type of evaluation.

	Type of Evaluation	Agency	Cost / Fee
1.			
2.			
3.			
4.			
5.			

### 4. Does your Agency manage the evaluation processes at multiple work locations?

☐ Yes

☒ No

### 5. If yes, identify by each location and indicate local, regional/district or central responsibility for tracking.

	Local	Regional/District	Central
Employee performance evaluations for probationary employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interim evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Please list any other evaluation costs, such as storage, printing, supplies, and postage, your Agency incurs on an annual basis.**

	Type	Cost (\$)
1.	PRINTING	\$ 3,960
2.	SUPPLIES	\$ 2,500
3.	POSTAGE	\$ 1,500
4.		
5.		

**7. Excluding PMIS, does your Agency utilize any applications or systems to manage evaluation processes?**

☐ Yes

☒ No

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				

**8. If yes, please list the following information for each application/system, including software such as Excel, Access, etc, used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

**9. If you would like us to contact you for more information, please check follow up.**

☐ Follow Up

10. For the process of Evaluation in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.0
Band - 4	.1
Band - 5	.1
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

11. Excluding PMIS, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

**12. Do you know of specific evaluation reporting tools which you are currently not using that would make your life easier?**

☐ Yes

☒ No

**13. If yes, please list the tools.**

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

**14. Please list up to five strengths of your current business processes for evaluation.**

1.  
ALL EWP'S ON COMPUTER
2.  
WE HAVE 3 EMPLOYEES WHO CAN KEY THE RATINGS INTO THE SYSTEM
3.  
INTERIM EVALUATIONS ARE SET UP AT THE SAME TIME EMP IS HIRED AND DISTRIBUTED TO SUPER/MGR FOR COMPLETION AT DESIGNATED DATE. HR CONTACTS SUPER/MGR IF NOT SUBMITTED TO HR PROMPTLY
4.  
.....
5.  
.....

**15. Please list up to five opportunities for improvement in your current business processes for evaluation.**

1.  
HR EMPLOYEE TO PROVIDE TRAINING TO MGR/SUPER ON THE PROCESS
2.  
COMP AND CLASS EMPLOYEE TO WORK EVALUATION PROCESS AND TRAINING
3.  
IMPROVE INCENTIVE & RECOGNITION PROGRAM AND USE IT
4.  
.....
5.  
.....



**16. Please identify up to five attributes, features, or characteristics you wish for in an ideal evaluation process.**

1.

BETTER TURNAROUND FROM MGR/SUPER

2.

MGR/SUPER BETTER TRAINED ON THE EVAL PROCESS

3.

AN EMPLOYEE TO TRAIN MGR/SUPER ON THIS PROCESS

4.

FUNDS TO REWARD"EXCEPTIONAL EMPLOYEES"

5.

IMPROVE INCENTIVE AND RECOGNITION PROGRM

**17. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.**

NONE KNOWN.

**18. If you have any other concerns or comments about this functional area, please include them here.**